1. In	icident N	lame: HUF	RRICANE HARVEY	Purpose: ICS Form 213RR-EPA is tactical resources (supplies, equip		Resource Request Message ICS Form 213RR-EPA					
	2. Date/Time Prepared 1700 09/05/17			A. Logistics Resource Request Number (assigned by Logistics Section):					(Pre-printed # here)		
	3. ORD Note:		R per funding source 3a. Funding Sou	urce (if known): □FEMA MA#	ce (if known): □FEMA MA# □CERCLA □OPA □Other			er	3b. TO # or TDD		
Requester	3c. Qty	3d. Unit	3e. Detailed description of resource req personnel, services) and, if applicable, spurpose/use, diagrams, and other inforr is TACTICAL)	staple attachments for	3f. Requested Re	porting Date/ Time:	3g. (RESL) Tactical? Y/N		3h. LSC/FSC	3i. PC PO	
	10		START RESOURCE- IPADS with NDC ODA operations	W Form installed for HE and	Charlie Branch, 3100 HWY 365 Port Arthur, TX	ASAP 9/6/17		Vendor of Agency Vendor of PO in ETA	y: or #: A:		
	24		START RESOURCE- IPADS with NDC ODA operations	W Form installed for HE and	Bravo Branch 13411 Hillard St, Houston, TX	ASAP 9/6/17		Vendor or Agency: Vendor or PO #: ETA: Cost:	y: or #: A:		
								Vendor of Agency Vendor of POi	y: or #: A:		
	suitable		urce(s) of supply if known also Point-of- tes, if known : THIS IS A START ORDER		5. Requester 5a.			nd Signatui	re: (Print Name) OSC BF	RESCIA	
					5b. Contact Method 6. Section Chiefo/ Date/Time: 1657 09	Command		roval:	OSC BRESCIA		
	7. LSC		IS REQUEST WAS PLACED WITH STAF	RI/ERRS							
S	8. Logistics Section Signature: Date/Time:										
Logistics	9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Was property available from excess? (Check EMP Equipment, IFMS and/or GSA) Yes, reassign resources to incident. No, then submit ICS Form 213 RR-EPA to EOC or FSC for										
	process		by (check box): □ SPUL □	PROC OTHER	D	ATE ORDE	R WAS P	LACED_	DATE RECEIVED		
ce	11 Renly/Comments from Finance:										
Finance	12. Finance Section Signature: Date/Time:										
jing	13. RESL - Note availability of each resource request:										
Planning	14. RESL Review/Signature: Date/Time:										
Full	ull instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command										

1. I	ncident N	lame:		Purpose: ICS Form 213RR-EPA i tactical resources (supplies, equip		Resource Request Message ICS Form 213RR-EPA				
	2. Date	/Time Prep	pared	A. Logistics Resource Requ	ion):	(Pre-printed # here)				
	3. ORD Note:		R per funding source 3a. Funding Sou	urce (if known): □FEMA MA#	□CER	CLA DOF	PA □Othe	er	3b. TO # or TDD	
	3c. 3d. personnel, services) and, if applicable, st purpose/use, diagrams, and other inform resource is tactical).			staple attachments for	3f. Requested Re	porting Date/ Time:	3g. (RESL) Tactical? Y/N		3h. LSC/FSC	3i. PC PO
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			rce(s) of supply if known also Point-of- tes, if known :	-Contact phone number and	5. Requester 5a.	Requester	Position a			1
					5b. Contact Method 6. Section Chief/Co	•	oval:		Date/Time:	
	7. LSC	Notes:								
ស្ល 8. Logistics Section Signature: Date/Time:										
Logistics	9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Yes, reassign resources to incident. No, than submit ICS Form 213 RR-EPA to EOC or FSC for processing.									C or FSC for
	10. Ord	er placed	by (check box):	PROC OTHER						
Finance	11. Rep	oly/Comme	ents from Finance:							
Fina	12. Finance Section Signature: Date/Time:									
ning	13. RESL - Note availability of each resource request:									
Planning	14. RES	SL Review	/Signature:			Date	e/Time:			
Ful	l instruction	ns and rou	iting information on back page. Requester	fills all white areas, as well as b	lock 4, if suggested so	urce is kno	wn. Reque	ester obtain	s appropriate Section Chief or	Command

Staf	f approva	l in block 6	. Requester submits to Logistics and keep	os Copy 6 (bottom GREEN copy). (Revised 6/2009)					
l l		source Unit co	<u> </u>	тери): (· · · · · · · · · · · · · · · · · · ·					
1. Ir	ncident N	ame:		Purpose: ICS Form 213RR-EPA is tactical resources (supplies, equip					Resource Request M ICS Form 213RR-	
	2. Date/Time Prepared			A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here)						
	3. ORD		R per funding source	urce (if known): □FEMA MA#	□CEF	RCLA □OF	PA □Othe	er	3b. TO # or TDD	
	3c. Qty	3d. Unit	3e. Detailed description of resource req personnel, services) and, if applicable, s purpose/use, diagrams, and other inforr resource is tactical).	staple attachments for	3f. Requested R Location:	eporting Date/ Time:	- 3g. (RESL) Tactical? Y/N		3h. LSC/FSC	3i. PC PO
								Vendor of Agency Vendor of PO # ETA	y: or #: A:	
Requester								Vendor of Agency Vendor of PO #	y: or #: A:	
								Vendor of Agency Vendor of POR	or y: or #:	
	Suggested source(s) of supply if known also Point-of-C suitable substitutes, if known:			-Contact phone number and	5. Requester 5a.	Requester	Position ar	Cos nd Signatur		
					5b. Contact Method/Number(s):					
					6. Section Chief/C	,	,	oval:	D	ate/Time:
	7. LSC	Notes:			-					
stics	8. Logistics Section Signature:					Dat	e/Time:	_		
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	10. Order placed by (check box):									
nce	11. Rep	ly/Comme	nts from Finance:							
Finance	12. Fina	ance Secti	on Signature:		Date/Time:					

Date/Time:

13. RESL - Note availability of each resource request:

14. RESL Review/Signature:

Copy 3, Blue, Finance Section copy 1. Incident Name: **Resource Request Message** Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and nontactical resources (supplies, equipment, personnel and services). Instructions on back page. **ICS Form 213RR-EPA** 2. Date/Time Prepared A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here) 3. ORDER 3a. Funding Source (if known): □FEMA MA#_ □CERCLA □OPA □Other_ 3b. TO # or TDD Note: One 213RR per funding source 3e. Detailed description of resource requested (supplies, equipment, 3f. Requested Reporting 3g. (RESL) 3i. personnel, services) and, if applicable, staple attachments for 3c. 3d. Date/ PC 3h. LSC/FSC purpose/use, diagrams, and other information. (OPS indicate if Qty Unit Location: Time: Tactical? PO Y/N resource is tactical). Vendor or Agency: Vendor or PO #: ETA: Cost: Vendor or Requester Agency: Vendor or PO #: ETA: Cost: Vendor or Agency: Vendor or PO#: ETA: Cost: 4. Suggested source(s) of supply if known also Point-of-Contact phone number and 5. Requester 5a. Requester Position and Signature: (Print Name) suitable substitutes, if known: 5b. Contact Method/Number(s): 6. Section Chief/Command Staff Approval: Date/Time: 7. LSC Notes: 8. Logistics Section Signature: Date/Time: Logistics 9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Date/Time: Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Uses, reassign resources to incident. Uses, reassign resources to incident. processing. 10. Order placed by (check box): □ SPUL □ PROC □ OTHER 11. Reply/Comments from Finance: 12. Finance Section Signature: Date/Time: 13. RESL - Note availability of each resource request: 14. RESL Review/Signature: Date/Time:

Copy 4, Yellow, Finance Section/Procurement Unit copy 1. Incident Name: **Resource Request Message** Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and nontactical resources (supplies, equipment, personnel and services). Instructions on back page. **ICS Form 213RR-EPA** 2. Date/Time Prepared A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here) 3. ORDER 3a. Funding Source (if known): □FEMA MA#_ □CERCLA □OPA □Other_ 3b. TO # or TDD Note: One 213RR per funding source 3e. Detailed description of resource requested (supplies, equipment, 3f. Requested Reporting 3g. (RESL) 3i. personnel, services) and, if applicable, staple attachments for 3c. 3d. Date/ PC 3h. LSC/FSC purpose/use, diagrams, and other information. (OPS indicate if Qty Unit Location: Time: Tactical? PO Y/N resource is tactical). Vendor or Agency: Vendor or PO #: ETA: Cost: Vendor or Requester Agency: Vendor or PO #: ETA: Cost: Vendor or Agency: Vendor or PO#: ETA: Cost: 4. Suggested source(s) of supply if known also Point-of-Contact phone number and 5. Requester 5a. Requester Position and Signature: (Print Name) suitable substitutes, if known: 5b. Contact Method/Number(s): 6. Section Chief/Command Staff Approval: Date/Time: 7. LSC Notes: 8. Logistics Section Signature: Date/Time: Logistics 9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Date/Time: Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Uses, reassign resources to incident. Uses, reassign resources to incident. processing. 10. Order placed by (check box): □ SPUL □ PROC □ OTHER 11. Reply/Comments from Finance: 12. Finance Section Signature: Date/Time: 13. RESL - Note availability of each resource request: 14. RESL Review/Signature: Date/Time:

Copy 5, Pink, Logistics Section/Supply Unit copy 1. Incident Name: **Resource Request Message** Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and nontactical resources (supplies, equipment, personnel and services). Instructions on back page. **ICS Form 213RR-EPA** 2. Date/Time Prepared A. Logistics Resource Request Number (assigned by Logistics Section): (Pre-printed # here) 3. ORDER 3a. Funding Source (if known): □FEMA MA#_ □CERCLA □OPA □Other_ 3b. TO # or TDD Note: One 213RR per funding source 3e. Detailed description of resource requested (supplies, equipment, 3f. Requested Reporting 3g. (RESL) 3i. personnel, services) and, if applicable, staple attachments for 3c. 3d. Date/ PC 3h. LSC/FSC purpose/use, diagrams, and other information. (OPS indicate if Qty Unit Location: Time: Tactical? PO Y/N resource is tactical). Vendor or Agency: Vendor or PO #: ETA: Cost: Vendor or Requester Agency: Vendor or PO #: ETA: Cost: Vendor or Agency: Vendor or PO#: ETA: Cost: 4. Suggested source(s) of supply if known also Point-of-Contact phone number and 5. Requester 5a. Requester Position and Signature: (Print Name) suitable substitutes, if known: 5b. Contact Method/Number(s): 6. Section Chief/Command Staff Approval: Date/Time: 7. LSC Notes: 8. Logistics Section Signature: Date/Time: Logistics 9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Date/Time: Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Uses, reassign resources to incident. Uses, reassign resources to incident. processing. 10. Order placed by (check box): □ SPUL □ PROC □ OTHER 11. Reply/Comments from Finance: 12. Finance Section Signature: Date/Time: 13. RESL - Note availability of each resource request: 14. RESL Review/Signature: Date/Time:

Copy 6, Green, Requester's copy

INSTRUCTIONS FOR REQUESTER AND GENERAL ROUTING OF THE ICS FORM 213RR-EPA

<u>ICS FORM 213RR-EPA INSTRUCTIONS FOR REQUESTER –</u> Complete all white blocks. Use ink pens only and press hard while writing legibly to transfer text through six copies.

- 1. Incident Name
- 2. Date/Time Prepared (Military Time)
- Order: (Note: Only one ICS Form 213RR-EPA per funding source)
 - a. Check Appropriate box for Funding Source, if known (confer with FSC if unclear).
 - ☐ FEMA also note Mission Assignment number (MA#), if applicable
 - □ CERCLA
 - □ OPA
 - Other
 - b. Task Order (TO) # or Technical Direction Document (TDD) #; if known
 - c. Quantity
 - d. Unit (each, gross, pallet, box, gallons, team, pair, feet, etc.)
 - Detailed Description (be specific add attachments as necessary)
 - f. Requested Reporting Location for delivery including Date/Time
- Suggested Source Completed by Requester if known, if not, LSC/FSC/EOC will determine
- 5. Requester Validation
 - a. Position, Signature (please print legibly)
 - b. Contact Number(s) or instructions to update Requester

ICS FORM 213RR-EPA ROUTING INFORMATION

- 1. Requester submits ICS Form 213RR-EPA to Logistics Requester keeps GREEN copy
- 2. Logistics receives ICS Form 213RR-EPA from Requester LSC keeps PINK copy
- 3. LSC (SPUL) goes to RESL and OPS to determine if resource is either Tactical or Non-Tactical

TACTICAL

Defined as items required specifically for OPS. Applies to Equipment, Supplies, Services and Personnel Reassignments.

RESL determines if resource is on-site and available.

Yes: RESL reassigns resource, keeps GOLDENROD and returns remaining copies to LSC for further distribution No: RESL returns forms to LSC (SPUL) for ordering

When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

NON-TACTICAL

Defined as items indirectly supporting the incident. Applies to Equipment, Supplies, Services and Personnel Reassignments

LSC determines if resource is on-site and available.

Yes: LSC reassigns resource, keeps WHITE copy and distributes copies as needed

No: LSC orders equipment; LSC/SPUL distributes copies as needed

When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

Сору	Color	Who	Purpose
6 (Bottom)	Green	Requester	Copy to show the request was submitted
5	Pink	LSC/SPUL	LSC/SPUL keeps copy for all 213RRs submitted
4	Yellow	FSC/PROC	When order is placed through FSC
3	Blue	FSC	Completion of order when received
2	Goldenrod	RESL	If tactical order is placed
1 (Top)	White	LSC/ Documentation Unit	LSC/SPUL keep at completion of order – given to Documentation Unit for record keeping

ICS FORM 213RR-EPA **Initial Need** On-site ROUTING FLOWCHART Request Received ■ Requester submits ICS ■ LSC reassigns resource to Non-tactical LSC receives request and verifies with RESL/OPS if resources Form 213RR-EPA to requester. •LSC determines if resources are on-site or need to LSC keeps WHITE copy. needed are tactical or non-tactical, be ordered. Requester keeps LSC keeps PINK copy ■ Remaining copies of ICS Form GREEN copy. 213RR-EPA are filed as "complete". Order Tactical ■ LSC submits ICS Form 213RR-EPA RESL determines if resources to FSC to initiate ordering process. are on-site or need ■ Once the order is placed, FSC-PROC to be ordered. keeps YELLOW copy. If tactical, FSC-PROC gives the GOLDENROD copy to RESL. ■ Remaining copies of ICS Form On-site 213RR-EPA are given to LSC to • If the resource requested is further distribute as necessary. available, RESL reassigns resource and keeps GOLDENROD copy. Received ■ Remaining copies of ICS Form 213RR are given to LSC to • Once the resource is received, further distribute as necessary LSC keeps WHITE copy and or file as "complete". gives FSC BLUE copy.